

**DPW Commission Meeting  
Wednesday, September 24, 2014  
7:00 p.m. – Police Station Community Room**

A meeting of the DPW Commissioners was held at 7pm on Wednesday, 9/24/14 in the Community Room at the Police Station, three Commissioners, the DPW Director and the Asst. DPW Director were in attendance.

**7:00 PM      Approval Items:**

Board of Commissioners Minutes Approval: Commissioner Gardner moved to accept the minutes of the 9/3/14 meeting, seconded by Commissioner Reed, Vote: 2-0, Chairman Sena abstained as he was not present on 9/3/14.

Approval of Sale of Cemetery Lots

**7:05 PM      Open Session:**

Open for Public Discussion with the Commissioners: T. Arsenian, 95 Granite Street, said he wanted to discuss plowing private roads later in the meeting. Larry Hale said another summer has gone by and questioned if anything has happened with the plowing of private roads. He questioned why doesn't the town bring the water mains up to the current standard, he said 6" water mains were fine in 1930 (Eden Road, Wallace Road), but not now.

Commissioner Gardner informed L. Hale about the report that the Board of Selectmen Chairperson gave at Town Meeting (L. Hale wasn't at Town Meeting). Commissioner Gardner said things will continue for one more plowing season and hopefully this will be resolved by next year. T. Arsenian questioned if the Commissioners were asked to sign off on the report given at town meeting. Commissioner Gardner said no, he said that was completely appropriate; this is a Board of Selectmen decision. T. Arsenian said he felt the report at Town Meeting was misleading because there isn't a coherent policy that is being followed. Chairman Sena said when the DPW learned that this wasn't the proper way to handle this; they went to the Board of Selectmen.

**7:10 PM      New Business:**

Millbrook Meadow Improvements Project Discussion with Millbrook Meadow Committee: Barbara Sparks, Frank Hassler, Sam Coulbourn, and Frederick Tarr were in attendance from the Committee. Commissioner Gardner said with the final construction plan, more people will become involved in the process and that may raise concerns or objections – he questions how that will be managed. This is a challenging task here; this is a public property, with significant expense, he said he is hoping that the input from a few will be acceptable to the majority of the residents. S. Coulbourn said the meadow is deteriorating. He said there's never been a significant effort or a lot of money spent on this; this is a town park and can be a beautiful place. Big beautiful willow trees are in bad shape. The contractor has given us a set of concepts; now we need to work with the DPW and other interested people to narrow the list down. The 7/23/14 briefing shared all the possibilities. B. Sparks said it's difficult to reach people until they see something they don't like; then we'll hear from them. We have been developing a mailing list and we've been a presence at various events in town to reach the public w/display boards. At the end of October the master plan should be available. Around the first of the year we will ask to be on the agenda for every board and commission that meets. Commissioner Gardner said after seeing the presentation from the consultants, it wasn't immediately clear why certain things were chosen. Perhaps some preliminary slides from the consultant, with the history of the meadow and a rationalization and cost of what is possible would be beneficial. B. Sparks said that is what occurred at the July meeting. S. Coulbourn said every time we present this, we should start with the history and the beginning of this project. F. Hassler said we have mobilized a lot of abutters and other interested folks to bring substance to this process. B. Sparks said we are receiving donations from private sources. T. Arsenian, said he hasn't seen planting plans, and hasn't been able to attend meetings. He said there is an elaborate process for approving plantings. S. Coulbourn said what we're trying to do in the Meadow should be no surprise; we hope people will say when it's done, "that hasn't changed much". Chairman Sena said as long as the Committee is public with all town committees (Beautification, Conservation Commission, etc.) there really can't be any

backlash. S. Coulbourn said this is about sustainability and maintainability; this isn't Central Park. The Garden Club has volunteered to take care of one part of it. Larry Neal said this is speculation, all this work is in regulated areas and will require a notice of intent. There will need to be a significant amount of mitigation. Something will need to be budgeted for dealing with the invasive plants. This will be a team of people on an annual basis. Chairman Sena said he is in favor of the project as long as the public is behind it. He said he is concerned about the burden this is on the DPW labor. Therefore the daily tasks the DPW staff is supposed to be taking care of aren't getting taken care of. The budget, in those instances, is not being enhanced – that is a concern. B. Sparks said we'll have to prioritize what we want. Commissioner Reed said we've got the master plan coming up, and he questioned when the town will get a chance to speak on the elements of the design. S. Coulbourn said we have a Facebook page, we have a newsletter and we will continually be reaching out to inform the public. B. Sparks said we're already making decisions based on sustainability and maintainability. It is a managed landscape. T. Arsenian said the town isn't conceding anything on this; it needs to be spelled out at the start. J. Parisi spoke about the funding; he said this project needs consensus with the finance people that are making decisions (Capital Committee, Finance Committee, etc.). He said there will be a shortfall of funds. J. Parisi questioned if the Commissioners can bring the committees together to see if everyone can sit down and have a plan to move forward. F. Hassler said we can determine what funds are available, then we can go to Town Meeting with a finance plan that we can propose. S. Coulbourn said some foundations want to hear that the town is behind it before they will commit funding. Selectperson Battistelli said at some point the Committee will be coming before the Board of Selectmen to update them on what is proposed. Chairman Sena said it is difficult to support public funds to support the park while so many critical infrastructure issues are needed (DPW barn, etc.). B. Sparks said we have momentum on this. S. Coulbourn said we've been working on this package for years now and we'd like to have private donations; the Town needs to take ownership on this.

#### **7:45 PM      Ongoing Business:**

Transfer Station Single Stream Recycling & Traffic Flow: S. Kishida and Mel George were in attendance. J. Parisi said the process is not the most efficient at this time. Single stream is catching on more and more. We talked about putting a questionnaire together for vendors to respond to. Revenues and charges were reviewed. S. Kishida said paper and cardboard have a strong market if it's separated. She said the town should have the conversation with vendors regarding separating the glass or leaving it in. She said since this is outside of the bidding process, these conversations can take place. M. George said we could send glass someplace else and work with our current vendor for all others, that would be a reasonable alternative to single stream because we have no issues with the waste. Strategic Materials is the contact for glass. Commissioner Gardner said we initially wanted to go single stream because we thought it would increase the amount of recyclables and reduce the trash. Chairman Sena said we need to know the players and what they're willing to provide and what the capital investment is to go single stream. What modifications are needed at the Transfer Station is important to know. Commissioner Reed said we're not getting anywhere. He said we should go to every vendor and see what they'll offer – let's see what the bids come back with. S. Kishida recommended that the town spec. the procurement and put it out to everyone. It was recommended that the town put penalty clauses in if the vendor doesn't meet the various conditions. Commissioner Gardner said we need the analysis of whether this is easier for residents, whether it will increase revenues and reduce expenses. Commissioner Reed and Chairman Sena said they don't need the analysis. S. Kishida said if it's easier for residents, they'll be more inclined to recycle; the bigger savings come with curbside. Trash costs should go down. By the next meeting J. Parisi will have information from various vendors, perhaps not a professional bid but information. The existing vendor contract is up in December, 2014. S. Kishida recommended having vendors visit Rockport so they can see the current process.

FY15 Water & Sewer Indirect Cost & Debt Service Review: J. Parisi distributed a spreadsheet with the details of indirect costs. The DPW's share of the indirect costs was detailed. Commissioner Reed said he and W. Wagner spent some time on this a couple of years ago. W. Wagner said he has spoken to the Town Administrator asking to revisit this analysis. There aren't that many variables but the existing budget is set. Chairman Sena questioned how much it would cost to go outside with these functions. T. Arsenian questioned if the IT costs were going to be

allocated as well. Chairman Sena inquired how long it would take to re-do this analysis with current information. W. Wagner said it needs to be done before the budget is developed; it needs to be done now for the next budget year. J. Parisi said there is an upcoming conference on Enterprise fund accounting; that might help with this. It was decided that Commissioner Gardner would send an e-mail to the Town Administrator asking to revisit this.

### **8:15 PM      Ongoing Capital Projects**

Sediment Transport Study – Applied Coastal has received the comments, there is no news yet. Commissioner Gardner recommended pushing off the formal presentation by Applied Coastal until the residents are back at Long Beach. Chairman Sena said the residents have a pretty strong communication system; he doesn't know that pushing it off is necessary. We will shoot for mid-May or June for the presentation.

Bedrock Wells Project – we have received a low bid that is acceptable from a contractor, Kinsman. We are issuing a notice of award and moving forward. There is one easement that needs to be finalized. National Grid is ready to come in, the tree cutting needs to take place; though it's not too extreme.

Pavement Program Update – final paving coat on Gott. The Army Corp. of Engineers is starting their repair project at the neck, so huge trucks with large stones will be coming, so moving Railroad to next spring's schedule makes sense. Commissioner Reed recommended about perhaps have a year where we do no roads and we spend the year on sidewalks.

Water Needs Assessment - they have the comments and they're incorporating the other two tasks, the drought management report and optimal operations report. Those will be added to the initial draft. It will take another few weeks to get that information incorporated.

### **8:25 PM      Other Issues of Discussion**

J. Parisi distributed and reviewed the Five Year Capital Outlay list. DPW rotation schedule, a complete list of equipment is due to the Town Administrator. This is due to the Capital Committee next week.

Chairman Sena questioned about any progress on tracking special project by hours and costs.

Essex County Greenbelt, Johnson's Quarry: J. Parisi questioned if the town is interested, perhaps with CPC funds.

### **Tickler List**

Cell Tower Lease funds

Tracking special projects by hours

Energy Efficiency

Sewer Use Regulations

Transfer Station Redesign

DPW facility

Water & Sewer Rates (information on long term debt and indirect expense detail)

Sediment Transport Study

Water Fluoridation

**Next Meeting:** Wed., 10/8/14, single stream is the priority for next mtg, Community Room, Police Station 7pm

9:45 PM      Commissioner Reed moved to adjourn, seconded by Commissioner Gardner, Vote: 3-0